

ADMINISTRATIVE DIVISION – ACADEMIC AFFAIRS

POLICY NUMBER – ACAF 7.05

POLICY TITLE – CANCELLATION OF CLASSES

SCOPE OF POLICY – USC UPSTATE

DATE OF REVISION – JANUARY 26, 2022

RESPONSIBLE OFFICER - PROVOST

ADMINISTRATIVE OFFICE – OFFICE OF THE PROVOST

PURPOSE

The purpose of this policy is to clarify guidelines used to decide whether or not to cancel a class due to low enrollment after the class has already been put on the course schedule.

DEFINITION

Course Minimums: Typical minimum number of students needed to offer a course.

POLICY STATEMENT

A course will typically have a minimum of 10 – 12 students to be offered. Exceptions to this course minimum must be approved by the Office of Academic Affairs. Course minimums apply to all academic terms including summer and winter.

PROCEDURES

Enrollment will be monitored continually for possible cancellation starting at least four weeks before the first day of class with a final decision made by three days prior to the start of class. The review of courses for cancellation is ultimately each academic dean's responsibility.

For purposes of faculty load in fall and spring, faculty have the option of counting two courses that do not meet minimum as one course in the faculty load if the combined course enrollment is at least 10. If a single course enrollment in a semester is below 10, faculty also have the option of combining the enrollment with students previously taught by that faculty member through other low enrolled courses, internships, independent studies, practicums, etc. who were not already counted in the faculty's load.

For summer compensation, the faculty member will be given the option of teaching a course that does not make course minimum at a prorated or reduced rate of compensation.

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

[HR 1.81 Summer Compensation for Faculty](#)

ACAF 7.06 Reallocation of Faculty Workload

HISTORY OF REVISIONS

- January 26, 2022 – New course minimums approved by Deans Barnett, Boone, Chapman, Djerdjouri, Lee, Purdy, and Reynolds